



Job Title	Prosecuting Attorney	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17638

Class Specification – Prosecuting Attorney

Summary Statement:

The purpose of this position is to prosecute those who have violated the City Code in criminal cases and to prosecute liquor code violations in administrative settings, with an emphasis placed on customer service to all defendants, attorneys, and witnesses. This is accomplished by formulating and extending plea offers and attempting to resolve cases short of trial, preparing and participating in pre-trial conferences, bench trials and jury trials, formulating and issuing Show Causes and Notice of hearings, attempting to resolve cases where appropriate, and participating in hearing in front of the Liquor Board. Other duties include preparing form motions to revoke and participating in Revocation and Deferred Sentence dockets.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

25%

Conducting jury questioning, giving opening statements, effectuating witness examinations, making appropriate objections, laying proper foundation for and offering exhibits into evidence, offering appropriate jury instructions, making closing and rebuttal arguments based on the evidence presented, and recommending appropriate sentences for defendants that are convicted at trial or who have had their deferred or probated sentence revoked.

35%

Reviewing the charging document for congruency of the charge, researching novel legal issues (when they arise) and identifying appropriate case law to address those issues, formulating opening statements, preparing questions for witness examinations, reviewing and preparing exhibits, formulating appropriate jury instructions, preparing for closing and rebuttal arguments, monitoring discovery issues, identifying and relaying potentially exculpatory information, tracking witness participation, conducting witness and officer follow up through the assistance of legal assistants, identifying and preparing for the use of exhibits, reviewing criminal histories of defendants, preparing for jury order hearings for novel legal issues when they arise (to resolve any pre-trial issues), and by prosecuting cases at trial.



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30%	Formulating and extending plea offers and/or criminal arraignments when appropriate, reviewing criminal histories, formulating follow up inquiries, and reviewing charges for possible amendments. Seeking dispositions short of trial, monitoring discovery issues, identifying and relaying potentially exculpatory information, identify tracking cases for purpose of revocation, tracking witness responsiveness, conducting officer or other witness follow up through the assistance of legal assistants, and reviewing criminal histories of defendants.
5%	Prosecuting liquor cases by analyzing case reports, formulating and researching issues for Show Cause and Notice of Hearings, attempting to resolve cases short of hearings where appropriate and participating in hearing in front of the Liquor Board. Operating in an advisory capacity (supra) requiring research, contacting other authorities or municipalities, formulating memoranda pertaining to findings, and relaying this information to the particular department.
5%	Advise code enforcement, storm water division, engineering department and the fire marshal regarding municipal court matters and prosecuting cases in these specialized areas.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: J.D. or L.L.B. from an ABA accredited law school ranking in at least the upper one-half of their law school class.

Experience: Experience which demonstrates superior research, writing, academic, and oral/written communication skills. Work experience in a prosecution office, or in a comparable work environment. This is an entry-level position and applicants with less than 4 years of relevant work experience are encouraged to apply.

Admission to the Colorado Bar.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado State Bar	Required
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised: Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received: Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: October 2014